



SOMEWHERE IN PARKDALE  
ONTARIO-----TORONTO

# CONTACT---- ME

TRIP<sup>THE</sup>MIND<sup>AND</sup>SHINE<sup>AT</sup>GMAIL<sup>DOT</sup>COM

## WORK//EXPERIENCE

*OCTOBER 2009 - OCTOBER 2010:*

### **PERSONAL ASSISTANT || RESEARCHER**

*G. G. [AUTHOR], WALLACE STUDIOS, TORONTO, ONTARIO*

- Research involving the acquisition of biographies, documents, and images from around the world for an upcoming book about distinguished literary writers
- Managing a volunteer team of 10 undergraduate students who are also compiling research
- Responsible for coordinating the division and sale of a rare private book collection, consisting of 30,000 autographed books (most of which are first editions)
- Screening of all calls, e-mail, and mail + ensuring timely payment of all bills, invoices and contracts both personal and business related

*FEBRUARY 2007 - SEPTEMBER 2009:*

### **IT/NETWORK ADMINISTRATOR || ASSISTANT TO THE DIRECTOR OF OPERATIONS**

*MEDICARD FINANCE INC., TORONTO, ONTARIO*

- Provided network, server, printer, and PC support/administration for 35 users in the Toronto and Vancouver offices (also managed the opening of the Vancouver office & relocation of Toronto office)
- Assisted users with troubleshooting hardware, software, and database issues both on-site & remotely
- Recommended and oversaw the upgrade, purchasing, and implementation of new workstations and peripherals, in addition to communicating with vendors and service providers
- Worked with the Marketing team, Web Developer and Graphic Designer to increase the company's web presence and profitability by adding more features and consistently updating our content
- Functioned as the office floater (customer service, accounting, reception, etc.)

*OCTOBER 2006 - JANUARY 2007:*

### **PRODUCTION COORDINATOR || GRAPHIC ARTIST**

*GENERATOR FILMS, TORONTO, ONTARIO*

- Managed daily expenditures, scheduled shoots, developed databases to organize media, & communicated with television stations to ensure on-time delivery of all shows and documents
- Designed and animated on-air graphics, animations, name keys, and logos for television series
- Assisted producers, directors, and DOP's in all stages of production

*FEBRUARY 2004 - MARCH 2006:*

### **OFFICE MANAGER || GRAPHIC SUPPORT || PRODUCTION ASSISTANT**

*MILLENNIUM MEDIA TELEVISION, TORONTO, ONTARIO*

- Created show rundowns, e-mail newsletters, and prepared business proposals for Sales team
- Screened all in-coming calls, mail and e-mail + handled all outgoing mail/couriers
- Assisted producers on-set/on-location for WorkForce (TVO), Teens Dating (Global), and GirlzTV (YTV)
- Created various on-air graphics, motion designs/animations and logos for shows
- Operated teleprompter for in-house shoots, and 2nd camera on location

*\*\*\* This position began as a television production internship \*\*\**

## MY//EDUCATION .....

### Ryerson University G. Raymond Chang School of Cont. Edu - Toronto, ON

CompTIA A+

May 2007 - August 2007

Network Administration

September 2007 - December 2007

### Sheridan College - School of Continuing Education - Oakville, ON

Macromedia FlashMX

January 2006 - April 2006

Basic Film Photography

July 2006 - October 2006

Dreamweaver Basic

May 2010 - August 2010

## SKILLS//QUALIFICATIONS .....

### MS OFFICE SUITE 97-2007

MICROSOFT  
WORD, EXCEL, OUTLOOK  
POWERPOINT

### ADOBE CREATIVE SUITE CS3/CS4

PHOTOSHOP, ILLUSTRATOR  
DREAMWEAVER  
AFTER EFFECTS, INDESIGN

### OPERATING SYSTEMS

WINDOWS/ME/XP/VISTA  
WINDOWS SERVER '00/'03  
MAC OS 9/ OS X

## ACTIVITIES//INTERESTS

- Web and graphic design, motion design/animation, video editing, art, music, new media, mixed media
- Digital photography and manipulation, film photography, darkroom photography
- Journaling, blogging, scrapbooking, reading, twittering, collecting designer toys from Magic-Pony

## FREELANCE//GRAPHIC & PRINT DESIGN

- Designed ads, business cards, stationery, CD cover art, and small posters/flyers for various clients
- Created web design concepts for layout designs and assisted with coding and online implementation
- Built and designed graphics and props for History Television series

*References available upon request.*